

## **CITY OF BURBANK**

### **FORESTRY SERVICES SUPERVISOR**

#### **DEFINITION**

Under direction, to supervise, lead, and assist employees or crews engaged in urban forest management including tree pruning, planting, watering, root pruning, spraying, and removing trees on municipal properties; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Supervises, leads, and assists in the planting and removal of trees on municipal properties, pruning of trees, and treatment of trees to prevent and control infestation of insects and diseases; assigns and checks work in progress; inspects trees throughout the City and initiates work orders to trim, spray, or remove trees; operates a variety of equipment involved in tree maintenance work; conducts safety meetings and enforces safety regulations; responds to inquiries and complaints from the general public; reads and interprets plans, maintains time and other records, and prepares written reports; attends meetings as directed; assists with contract administration; may act on behalf of the Division Manager; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary action as needed, up to and including termination; may be required to perform additional functions including, but not limited to, landscape maintenance of parks and other municipal properties; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the characteristics of shade and ornamental trees used in the urban forest; the methods and equipment used in the safe and effective management of the urban forest including: planting, pruning, trimming, spraying, injecting, bracing, and removal of trees and shrubs; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951); principles and practices of sound personnel management and supervision.
- Skill in - standard and specialized tree maintenance equipment; utilizing computers and a variety of computer software.
- Ability to - lead and train assigned personnel; plan, schedule, and assign work; supervise and instruct crews in the proper and safe use of ladders, ropes, chain saws, root cutters, stump removers, brush chippers, skip loader with attachments, aerial devices, and other equipment used in tree maintenance work; read blueprints; follow and give oral and written directions; work from ladders, aerial devices and ropes, and climb tall trees; maintain records and prepare written reports; work holidays, weekends, after hours, and outdoors in a variety of weather conditions while exposed to the elements; communicate effectively, both orally and in writing; practice sound personnel management and supervision; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Graduation from high school or equivalent and four years experience in general tree maintenance work, including pruning larger trees; at least two years experience in a supervisory capacity.

**Special Conditions & Requirements:** Employees in this classification, who are required by applicable laws and regulations to have respiratory protection, shall comply with the American National Standards Institute's requirements on Practices for Respiratory Protection; possess and maintain physical condition required to perform essential functions of the classification which include the physical ability to: lift, pull, lower, and carry considerable amounts of weight (for weight in excess of 50 pounds, tools or other appropriate assistance are recommended to perform the function); bend in all directions; climb ladders; stoop; kneel; reach; twist; squeeze with arms and hands; stand for extended periods of time.

**License & Certificates:** A valid California Class "A" driver's license or equivalent and certification as a Certified Arborist by the International Society of Arboriculture are required at time of appointment. A crane certification may be required based on job assignment. All required licenses and certificates must be maintained throughout employment in this classification.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Certification as a Certified Tree Worker by the International Society of Arboriculture Western Chapter and a minimum of two years of completed coursework at an accredited college or university.